

REVISED EXAMINATION ANNOUNCEMENT

EXAM TITLE: HEAVY EQUIPMENT MECHANIC (CORRECTIONAL FACILITY)
EXAM CODE: 8FS1302
EXAM BASE: OPEN

DEPARTMENT: DEPARTMENT OF FORESTRY AND FIRE PROTECTION

FINAL FILING DATE: OCTOBER 2, 2008*

INTERVIEWS: DECEMBER 2008/JANUARY 2009

The bulletin announcing the above examination has been amended as follows:

*The final filing date has been extended to October 2, 2008. Applications must be postmarked no later than October 2, 2008.

Please do not resubmit an application if you have already applied for these examinations.



STATE OF CALIFORNIA
Department of Forestry and Fire Protection
EXAMINATION ANNOUNCEMENT
HEAVY EQUIPMENT MECHANIC
(CORRECTIONAL FACILITY)
OPEN



CALIFORNIA STATE GOVERNMENT - AN EQUAL OPPORTUNITY EMPLOYER - EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARITAL STATUS, DISABILITY, RELIGIOUS OR POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION.

QJ72-6826

8FS1302

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORKPLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE, BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE, AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

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| DEPARTMENTAL FOR | Department of Forestry and Fire Protection |
| POSITIONS EXIST | Statewide |
| WHO SHOULD APPLY | Applicants who meet the minimum qualifications. This is an open examination. Applications will NOT be accepted on a promotional basis. |
| HOW TO APPLY | Examination Application STD. 678 must be filed with the Department of Forestry and Fire Protection by mail to P.O. Box 944246, Sacramento, California 94244-2460, attention Examination Unit, or in person at 1300 U Street, Sacramento, California. |
| CROSS FILING INFORMATION | If you meet the entrance requirements for this class and Heavy Equipment Mechanic, scheduled on the same day, you may file for one or both examinations on a single application. Put the title(s) of each examination(s) you wish to take on the application. |
| FINAL FILING DATE | Applications must be postmarked no later than September 25, 2008 . Applications postmarked after the final filing date will not be accepted for any reason. |
| EXAMINATION DATES | Qualifications Appraisal Interview: It is anticipated that interviews will be held during December 2008/January 2009 . |
| SALARY RANGE | \$4106 - \$4507 |
| SPECIAL TESTING ARRANGEMENTS | If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the application. You will be contacted to make specific arrangements. |
| ELIGIBLE LIST INFORMATION | A departmental eligible list will be established for the Department of Forestry and Fire Protection. This list will be abolished 24 months after it is established unless the needs of the service and conditions of the list warrant a change in this period. |
| REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION | <p>All applicants must meet the education and/or experience requirements for this examination by September 25, 2008, the final filing date.</p> <p>NOTE: Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.</p> <p>All applications/resumes must include "from" and "to" employment dates (month/day/year), time base, and applicable civil service class titles. Applications/resumes received without this information will be rejected.</p> |

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Heavy Equipment Mechanic (Correctional Facility)
(Cont'd.)

**MINIMUM
QUALIFICATIONS**

Qualifying experience may be combined on a proportionate basis if the requirements stated include more than one pattern and are distinguished as "**Either**" I, "**Or**" II, "**Or**" III, etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to the examination as meeting 100% of the overall experience requirement.

Possession of a valid Class C driver license. (Applicants who do not possess the license will be allowed to compete in the examination, but the license must be obtained prior to appointment.)

**and
"Either" I**

Completion of a recognized apprenticeship as a gas and diesel-powered truck mechanic, or a heavy construction equipment mechanic. (Apprentices who are within six months of completing their apprenticeship program may be admitted to the examination, but they must present evidence of completion of a recognized apprenticeship before they may be appointed.)

"Or" II

Four years of varied mechanical experience on gas and diesel-powered trucks or heavy construction equipment. An Associate of Arts Degree in Heavy Equipment Maintenance, Diesel Mechanics, or Heavy Equipment Mechanics or a certificate of completion from an accredited community college or equivalent degree or certificate approved by the Bureau for Private Postsecondary and Vocational Education under the provisions of California Education Code Division 10, Part 59, Chapter 3, may be substituted for two years of the required experience. (Students who are within six months of completing their degree will be admitted to the examination but must present evidence of completion prior to appointment.)

"Or" III

Three years performing the duties of a Heavy Equipment Mechanic Apprentice in the California state service, at least two years of which shall have included experience on gasoline and diesel-powered heavy construction or highway maintenance equipment.

**NOTE: APPLICANTS QUALIFYING UNDER PATTERN I ABOVE MUST ATTACH TO THE
APPLICATION FORM STD 678 A COPY OF THEIR APPRENTICESHIP CERTIFICATE.**

POSITION DESCRIPTION

Under direction, in a conservation camp in the Department of Forestry and Fire Protection, to construct, repair, and maintain automotive and heavy maintenance and construction equipment; to maintain order and supervise the conduct of inmates or wards; to protect and maintain the safety of persons and property; may instruct, lead, or supervise inmates, wards, or resident workers; and to do other related work.

**EXAMINATION
INFORMATION**

The examination will consist of a qualifications appraisal interview weighted 100%. The interview will include a number of predetermined job-related questions. In order to obtain a position on the eligible list, a minimum rating of 70% must be attained in the interview. **COMPETITORS WHO DO NOT APPEAR FOR THE INTERVIEW WILL BE DISQUALIFIED.** The department may use a structured interview format as conditions warrant.

**QUALIFICATIONS
APPRAISAL INTERVIEW
(Weighted 100%)**

Scope:

- A. Knowledge of:
 - 1. Methods, materials, tools, and equipment used in construction, assembly, overhaul, repair, and adjustment of gas and diesel-powered trucks, heavy construction and maintenance equipment.
 - 2. Operating characteristics of heavy construction and maintenance equipment and gas and diesel-powered trucks.
 - 3. Safety, regulations and practices.
 - B. Ability to:
 - 1. Communicate effectively at a level required for successful job performance.
 - 2. Fabricate, repair, and make adjustments to various equipment and systems (i.e., heavy construction and maintenance equipment, gas and diesel-powered trucks, etc.).
 - 3. Install and test pumps, motors, and similar equipment.
 - 4. Perform welding.
 - 5. Estimate repair costs.
 - 6. Work from drawings and sketches and make sketches of broken parts for replacement.
 - 7. Make repairs in the field without supervision.
 - C. Skill in:
 - 1. Mechanical repair, adjustment, and fabrication of special equipment.
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Heavy Equipment Mechanic (Correctional Facility)
(Cont'd.)

**ADDITIONAL
DESIRABLE
QUALIFICATIONS**

Possession of a valid California Class B or Class A driver license.

NOTE: This position requires a valid Class B commercial driver license with passenger and tank endorsements with no restrictions for air brakes or standard transmission. Some positions may require a hazardous material endorsement.

Assignment during tour of duty may include sole responsibility for the supervision of inmates and/or the protection of personal and real property.

Education equivalent to completion of the 12th grade.

**DISTINGUISHING
CHARACTERISTICS**

Although the majority of duties assigned to positions in this class involve heavy maintenance and construction equipment, assignments may include some work on automotive equipment.

**VETERANS'
PREFERENCE CREDITS**

Veterans' preference credits will be added to the final score for all competitors who are successful in this examination and who qualify for, and have requested these points. **VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS.**

CAREER CREDITS

Career credits are not granted in open examinations.

**CONFIDENTIALITY AND
SECURITY**

Pursuant to Government Code Sections 19680(c) and 19681(b) it is unlawful to copy and/or furnish confidential examination material for the purpose of either improving or injuring the chances of any person or to obtain examination questions or other examination material before, during, or after an examination. Every person violating these provisions is guilty of a misdemeanor, and adverse action will be pursued. This may result in the person being barred from competition in future examinations, withheld from certification lists, or cancellation of eligibility for employment in state civil service.

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GENERAL INFORMATION

For an examination without a written feature it is the candidate's responsibility to contact the Examination Unit of the Department of Forestry and Fire Protection, (916) 445-7824, three weeks after the final filing date if he/she has not received a progress notice.

If a candidate's notice of written examination or oral interview fails to reach him/her prior to the day of the written test or interview due to a verified postal error, he/she will be rescheduled upon written request.

Applications are available at State Personnel Board offices, local offices of the Employment Development Department, and the Department of Forestry and Fire Protection.

If you meet the requirements, you may take this examination, which is competitive. Possession of the entrance requirement does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

The Department of Forestry and Fire Protection reserves the right to revise the examination plan to better the needs of the service if the circumstances under which this examination was planned changed. Such revision will be in accordance with civil service laws and rules and all competitors will be notified.

Examination Locations: Ordinarily, qualifications appraisal interviews are scheduled in Sacramento and Riverside. However, locations of interviews may be limited or extended as conditions warrant.

Eligible Lists: Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire in one to four years unless otherwise stated on this bulletin. In the case of continuous testing examinations, names are merged onto the appropriate lists in order of final test scores (except as modified by veterans' preference credits) regardless of the date of the test and the resulting eligible lists will be used only to fill vacancies in the area shown on the bulletin.

Promotional Examinations Only: Competition is limited to employees who have a permanent civil service appointment. Under certain circumstances other employees may be allowed to compete under provisions of Rules 234, 235 and 235.2. State Personnel Board Rules 233, 234, 235, 235.2, and 237 contain provisions regarding civil service status and eligibility for promotional examinations. These rules may be reviewed at departmental personnel offices or at the Information Counter of the State Personnel Board in Sacramento.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open examinations, investigation may be made of employment records and personal history, and fingerprinting may be required.

Interview Scope: If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her recognition of his/her own training needs; his/her plan for self-development; and the progress he/she has made in his/her efforts toward self-development.

Veterans' Preference Credits: California law allows granting of veterans' preference credits in open entrance examinations and open-nonpromotional exams. Credit in open entrance examinations is granted as follows: 10 points for veterans, widows and widowers of veterans, and spouses of 100% disabled veterans; and 15 points for disabled veterans. Credit in open-nonpromotional examinations is granted as follows: 5 points for veterans; and 10 points for disabled veterans. Directions for applying for veterans' preference credits are on the Veteran Preference Application (Form 1093) which is available from State Personnel Board offices, written test proctors, and the Department of Veterans Affairs, P.O. Box 942895, Sacramento, CA 94295-0001.

Career Credits: In open-nonpromotional examinations, career credits are granted to: 1) state employees with permanent civil service status, 2) full-time employees of the state who are exempt from state civil service pursuant to the provisions of Section 4 of Article VII of the California Constitution, and who meet all qualification requirements specified by the Board and have 12 consecutive months of service in an exempt position, and 3) individuals who have served one full year in or are graduates of the California Conservation Corps (eligibility shall expire 24 months after graduation from the California Conservation Corps). Three points are added to the final test score of those candidates who meet the above criteria, and who are successful in the examination. Such examinations cannot be for managerial positions described in Government Code Section 3513. Competitors not currently employed in state civil service who have mandatory reinstatement rights may also be eligible for career credits, but they must explain their civil service status in the appropriate section of the Examination Application form STD. 678. (Section 4 of Article VII of the California Constitution is posted at the State Personnel Board, 801 Capitol Mall, Sacramento, California.)

High School Equivalence: Equivalence to completion of the 12th grade may be demonstrated in any one of the following ways: 1) passing the General Education Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

TDD is Telecommunications Device for the Deaf and is reachable only from phones equipped with a TDD Device

1 (800) 735-2929 (TT/TDD) 1 (800) 735-2922 (Voice)

STS is Speech-to-Speech Service for persons with a speech disability and is reachable at

1 (800) 854-7784 (California) or 1 (800) 947-8642 (Nationwide)